Because the South Carolina Department of Education understands that public school teachers and district contacts want to compete for EIA Competitive Teacher Grants, we are making the Request for Proposals (RFP) for 2009–2010 available at this time.

However, **please note:**

- The Education Oversight Committee and the South Carolina Department of Education have recommended <u>suspending</u> the EIA Competitive Teacher Grant program for the 2009–2010 year because of the current and projected budget circumstances for the State.

- We hope to know by mid-March 2009 if the South Carolina General Assembly's preliminary budget includes plans to appropriate funds for the EIA Competitive Teacher Grant program for 2009-2010.

- Changes in the economic forecast may well affect funding for the EIA Competitive Teacher Grant program, even if preliminary state budgets include appropriations for this program. No funding will be <u>confirmed</u> until both the State Senate and the State House of Representatives pass the 2009-2010 budget, and the Governor signs the appropriations bill; this usually occurs in June. Actual funds, if any, will not be available until July 1, 2009.

In the chance that funding will be provided, the Grants Program wanted to give all applicants time to prepare proposals. We have changed the <u>deadline</u> to submit applications to <u>April 30, 2009</u>, to accommodate these uncertainties.

We will post to this site any updates and information regarding funding of the EIA Competitive Teacher Grant Program for 2009-2010 as soon as we learn them. Thank you for your patience.

South Carolina
Department of Education

Together, we can.

Request for Proposals (RFP)
Application Package

2009–10 EIA Teacher Awards Program

Deadline for Receipt of Applications:
Noon, Monday, April13, 2009
Modification: New Deadline: April 30, 2009

Jim Rex
State Superintendent of Education

Contact Information

Audrey Shifflet

Grants Program Manager

Office of Innovation

1429 Senate Street, Suite 1101

Columbia, SC 29201

803-734-5810

EIATeacherGrant@ed.sc.gov

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PART I: GENERAL INFORMATION

A. Introduction/Background

The EIA Teacher Awards program is part of the Education Improvement Act of 1984, S.C. Code Ann. § 59-5-67 (2004). Each year, the South Carolina General Assembly determines the level of funding for the EIA Teacher Awards program (24 S.C. Code Ann. Regs. 43-201.1). Funds are appropriated to the South Carolina Department of Education (SCDE) for the administration and management of the EIA Teacher Awards program. Funding for grants is contingent upon the continued support of the South Carolina General Assembly under the Education Improvement Act each year. The funding status for the 2009–10 awards will not be available until July 1, 2009.

Awards funded under this program are intended to support efforts to improve classroom teaching practices and procedures. EIA Teacher Award proposals may be written for projects that support instructional activities and implementation of the South Carolina curriculum standards including, but not limited to,

- implementation of performance assessments,
- instructional activities for parental reinforcement at home,
- computer-assisted instruction,
- techniques for motivating and rewarding achievement,
- techniques for improving students' study skills, and
- innovative teaching strategies, activities, and materials for identified student groups.

This Request for Proposals (RFP), and the guidance contained within, is the sole guideline for submitting EIA Individual Teacher and Unit Award applications, and it takes precedence over any other EIA Teacher Award program information.

Each school district has designated at least one person to help teachers in their district write EIA Teacher Award applications, and some teachers have agreed to serve as mentors for others in their district. The contact information for each district is available on the EIA Teacher Awards Web site at http://ed.sc.gov/agency/ Innovation-and-Support/Innovation/EIATeacherAwards.html. The SCDE encourages applicants to consult with these contacts and mentors for assistance in completing the application.

Two types of EIA Teacher Awards are available:

1. Individual Teacher Awards to support efforts to improve individual classroom teaching practices and procedures.
2. Unit Awards to support a coordinated effort among two or more teachers to improve classroom teaching practices and procedures at a certain grade level or in a specific subject area.

1

B. Eligible Applicants

Only currently employed South Carolina K–12 public school teachers (including teachers, guidance counselors, media specialists, and speech clinicians) are eligible to apply for Individual Teacher and Unit Awards.

Teacher specialists, curriculum coaches, and school administrators are <u>not</u> eligible to apply for Individual Teacher Awards.

Teacher specialists, curriculum coaches, and school administrators may participate as part of a Unit Award, but they may not serve as the lead teacher in any Unit Award.

C. Application Restrictions

Eligible applicants may submit only one Individual Teacher Award application **or** one Unit Award application (either as lead person or as a member of the team). If more than one application is received from an applicant, then neither will be considered for funding.

D. Funding Period and Amounts

The award period will be July 1, 2009, through June 30, 2010.

The maximum amount awarded for an Individual Teacher Award is $2,000.

The maximum amount awarded for Unit Awards is (a) two teachers for a maximum of $4,000 and (b) three or more teachers for a maximum of $6,000.

Funding for grants is contingent upon the continued support of the South Carolina General Assembly under the Education Improvement Act each year. The funding status for the 2009–10 awards will not be available until July 1, 2009.

E. Transfer of Funding

If the teacher(s) relocates to another school within that district, an Individual Teacher Award or a Unit Award may transfer within a district if both the former and the present principals agree and sign a statement to that effect and provide a copy of the agreement to the EIA Teacher Awards Administrator. If a conflict arises, the final decision rests with the district superintendent.

No EIA teacher grant (either individual or unit) may be transferred from district to district.

F. Fiscal Guidelines and Policies

A comprehensive guide to the EIA Teacher Award fiscal policies is located on the SCDE's Web site at <u>http://ed.sc.gov/agency/offices/finance/manuals/</u>.

The district serves as the fiscal agent for approved awards. Each district's fiscal guidelines take precedence, and applicants may only use the state threshold of $5,000 per unit for equipment if the district approves.

Grant award funds may be spent only on items approved in the project budget. You may amend your budget in a category by 10% of that category without requesting prior approval. To receive approval for budget amendments over 10%, the grantee must submit an amended budget proposal, including justification for the changes, to the EIA Teacher Awards administrator at eiateachergrant@ed.sc.gov. The administrator will contact the grantee via e-mail to either approve or deny the changes.

After the award period, all items purchased with award funds are the property of the funded school. If an individually funded teacher leaves the school and wishes to take the purchased items to another school within the same district, that teacher must obtain permission by the principal at the funded school. Items purchased with award funds may not be transferred to another district.

G. Authorized Costs

- Durable items (hardware) needed to implement the project plan that are not currently available in the school
- Expendable items needed to implement the project that would not normally be available to the teacher
- Services from personnel who are not on the local district payroll, as well as related expenses covered by a Contractual Agreement
- Pay for substitutes, at approved local rates, for teachers who need to be away from their classrooms for project-related activities
- Transportation of students for planned activities such as field trips
- In-state travel for project personnel on trips related to project operation, according to district-approved rates
- Development of supplementary classroom materials.

H. Unauthorized Costs

- Developing curriculum guides or course outlines required of teachers as part of their regular job assignments
- Purchasing administrative equipment
- Using grant funds to supplant rather than supplement existing funds.

I. Required Reporting

All funded applicants must submit an online 2009–10 Final Report by June 30, 2010. Failure to submit this report on time will exclude the applicant from consideration in future EIA funding cycles. Please visit the EIA Teacher Awards Web page at http://ed.sc.gov/agency/Innovation-and-Support/Innovation/EIATeacherAwards.html for information and directions on submitting the report.

The Final Report will include

- a summary of results and project evaluation,
- discussion of activities that most significantly affected the target population, and
- a description of the project's impact upon the classroom or school and a summary of expenditures.

J. Audits

All expenditures of funds received under this award must be audited by a certified public accountant as a part of the district's annual audit.

K. Review and Selection Process

Two reviewers will use the Scoring Rubric (contained in this RFP) to score each eligible application. The reviewers are currently employed K–12 public school teachers, administrators, or retired K–12 public school teachers who are not vested in any application being funded.

Each reviewer will score the application independently and provide comments about the rationale for the points awarded. The two reviewers' scores will be added to form a composite score for each proposal. If the readers' scores vary by more than 20 points, an additional reader will be assigned to review the application. The third reader's score will be doubled to create the composite score.

The proposals will be rank ordered by composite scores and will be funded beginning with the highest score until the appropriated funds are exhausted.

L. Appeals Process

Scores may not be appealed. An unfunded applicant may inquire as to whether or not the application process was followed.

An applicant who has submitted a proposal that the SCDE does not fund has five calendar days after receiving notification that the proposal is not funded to request a review of the process. The request for review must be directed to the State Superintendent of Education and must state the reasons for the request. The State Superintendent will ask the appropriate deputy superintendent to investigate. After reviewing the process, the deputy superintendent will notify the applicant in writing as to whether the application process was followed. There will be no further appeal of the deputy superintendent's decision.

M. Timeline of Subgranting Process

Date	Activity/Action
March 1, 2009	Online application available (See directions on page 8 to access the application)
Noon, April 13, 2009	Deadline for submission
July 2009	Notification of awards and scoring rubrics available
August 2009	Program begins
June 30, 2010	Program ends
June 30, 2010	Final Report due

N. Selection Criteria

Narrative Sections	Points
Basic Information	60
Timeline of Activities	40
Total Points Available	100

While the budget is assigned zero (0) points, the budget remains a critical component of the entire application. No application with an incomplete budget will be considered or funded.

O. Notification of Awards

All applicants will be notified by mail regarding the status of their application (approval or denial) by July 20, 2009. Letters will be mailed to the individual or lead teacher at the school address provided in the application and will include instructions for viewing reviewer comments. The district superintendent and awards contact person will also be notified via e-mail of the district's applicants and their award status in July 2009.

P. Scoring Rubric

EIA Project Basic Information	/60
Project Overview (40 Points)	____/40
The extent to which the application • Clearly and concisely summarizes the project • Presents an overview of the proposed project, including the subject and grade level for the project and the key activities to take place during the project • Describes in adequate detail the needs of the target population • Explains evaluation methods to measure student progress and project success • Identifies how the project will improve teaching practices and student achievement	

Goal and Objectives (20 points)	_____/20
▪ The extent to which the goal statement clearly relates to improving instructional practices and raising student achievement. ▪ The extent to which the goal statement articulates the purpose and expected outcome of the proposed project. ▪ The extent to which the objectives are specific, measurable, achievable, relevant, and time-specific.	
Timeline of Activities	**_____/40**
The extent to which the Timeline of Activities • Identifies key or benchmark activities that are appropriate and designed to accomplish the stated objectives and show promise of success • Includes activities that are designed to improve teaching practices and student achievement • Clearly explains the time period and duration for activities • Links activities to particular objectives • Aligns activities to particular state curriculum standards and correctly references the current standards • Includes sufficient, specific evaluation measures appropriate for determining the success of the activity and ultimately the project	
Total	_____/100

Q. Submission Requirements

1. To be considered for funding, an application must be submitted <u>online</u>. Applications that are mailed, faxed, or e-mailed will not be accepted.

2. Applications must be submitted before Noon, Monday, April 13, 2009.

3. Only applications that adhere to these guidelines will be reviewed.

4. Applications must be original from the applicant. Duplicate or near duplicate applications will be disqualified from consideration.

5. Applications will not be returned nor will copies of applications be provided. Please print the application and keep a copy for your records and give a copy to your district awards contact person.

6. The application must be submitted by the applicant (individual or lead teacher in a unit grant). All applications submitted by someone other than the applicant will not be considered for funding. An application submitted by a mentor, district contact, or another teacher for an individual or a lead teacher of a unit award will be disqualified.

7. Print and obtain appropriate signatures on the Application Cover Page to be uploaded to the online application or mailed separately to the SCDE's Grants Program. <u>ONLY</u> the signed Application Cover Page for each

application may be mailed (though we prefer it be scanned and uploaded and submitted with the application). This cover page must be <u>received</u> by Noon, Monday, April 13, 2009, at the following address:

<div align="center">

Audrey H. Shifflett
Grants Coordinator
Grants Program, Office of Innovation
South Carolina Department of Education
1429 Senate Street, Suite 1101
Columbia, SC 29201

</div>

8. Applications must be submitted online to be deemed eligible. No paper (hard) copies will be accepted.

The online application will be available March 1, 2009. To access the online application, each individual teacher applicant and lead teacher (for a unit award) applicant <u>must</u> have an account on the SCDE Web site. Access to the SCDE Web site has changed and even if you previously had an account, you may not have access now. To update or create an account you must contact your district Web Access Coordinator (the list of contacts is located at the EIA Teacher Awards Web page).

While the application must be submitted online via the Internet, the SCDE recommends that you create and refine the proposal independently (in Word or another word processing program) before you copy and paste the narrative and budget into the online application.

A. Application Overview

- ☐ Application Cover Page
- ☐ Project Narrative
    - Basic Information
        - ☐ Overview
        - ☐ Goal
        - ☐ Objective(s)
    - Timeline of Activities
- ☐ Budget
    - Budget Summary
    - Budget Justification
- ☐ Required Forms
    - Terms and Conditions
    - Assurances
    - Contractual Agreements (if applicable)

B. Application Content

Application Cover Page

The Application Cover Page contains the essential factual information about you and your project. In the online application, the Application Cover Page contains two sections (or screens), and information in the asterisked fields is required to establish a record of your application. To create a file that you can repeatedly save and edit, you must complete the Application Cover Page. Upon establishing a file, you may edit information anywhere in the online application.

Once you have completed accurately and correctly all the requested information on the Application Cover Page (both sections), please click on "View and Print Cover Page." If your Cover Page does not appear in a new window, make sure you have turned off your pop-up blocker. Print the page and obtain the required signatures on the hard copy.

The Cover Page, with original signatures, will need to be scanned into a PDF (Adobe Acrobat) or DOC (Word) document and uploaded as an attachment to the online application at the end of the submission process. Saved documents without a PDF or DOC file extension will not be considered for funding. We recommend that you name your file by using the first letter of your first name and your full last name. If you do not have the capacity to scan and upload a PDF or DOC document, you may mail the original, signed Application Cover Page to Audrey H. Shifflett, Grants Coordinator, 1429 Senate Street, Suite 1101, Columbia, SC 29201, but it must be received by the deadline.

Some information in the Application Cover Page will automatically appear. For example, when you select a district and a school (Screen 1), the address information for that school will appear in the appropriate fields in the cover page. You will be allowed to correct any information in the fields that are automatically completed.

If the information that is automatically completed is incorrect or not current, please contact your district Web Access Coordinator to update.

<u>Project Narrative</u>

The narrative consists of the following sections:

Basic Information (60 points)

1. The **Project Overview** (no more than 400 words) must provide the following information <u>in this order</u>:
   a. a clear, concise summary of the project
   b. a clear overview of the project, including subject, grade level, and key activities of the project
   c. the needs of the target population to be served
   d. a description of the evaluation methods to be used that will measure student progress and project success
   e. a description of how the project will assist with improving teaching practices and student achievement.

2. A **goal** is a broad statement of the purpose and anticipated outcome of the project. The goal should pertain to improving instructional practice and raising student achievement. The **Goal** statement (75 words) must clearly relate to improving instructional practices and raising student achievement; the goal statement must also explain the purpose and expected outcome for the project.

3. The **Project Objective(s)** must be stated in terms of what the participants will demonstrate as a result of the proposed project. Each objective must be specific, measurable, achievable, relevant, and time-specific. You must include at least one objective.

Timeline of Activities (40 points)

The **Timeline of Activities** is a chart highlighting the key "events" in the life of the proposed project. The timeline of activities (see the Timeline of Activities template in this packet) will include the start/end dates, duration, description of the activity, related objective(s), standards that the activity addresses, and the evaluation strategy that will be used to determine the success of the activity. We encourage applicants to download and complete the template to facilitate completing the online timeline.

The Timeline of Activities must

- identify key or benchmark activities that are appropriate and designed to accomplish the stated project objectives and show promise of success,
- include activities that are designed to improve teaching practices and student achievement,
- clearly explain the time period and duration for activities,
- link activities to particular objectives, and
- align activities to particular state curriculum standards and correctly reference the current standards.

Activities/strategies are the approaches or methods used to accomplish the objectives. Activities are generally those tasks that students do to achieve learning. Strategies are generally those things that a teacher does to enable students to learn or demonstrate learning.

The alignment to the current state curriculum standards requirement means that each activity must correlate to a specific, current, state academic standard. The standards are posted to the SCDE's Web site at http://ed.sc.gov/agency/offices/cso/standards/. The applicant must use current standards.

<div align="center">Budget</div>

The budget is the financial plan to realize the project goals and objectives. While the budget is assigned zero points, no project without a budget or with an incomplete budget will be funded. There are two parts to the budget: the budget summary and the budget justification.

Seek assistance from your district finance office to ensure that expenses are identified by the correct budget object code and entered correctly using the district's funding guidelines. Please round figures to whole dollars. Use the threshold for equipment permitted by your district and indicate in the budget justification the amount of that threshold.

In the budget justification, explain to the reader the legitimate, necessary expenditures for the project. Concisely describe items and provide formulas used

to calculate cost. The reader should be able to use the Budget Justification to understand how you arrived at the totals in the Budget Summary.

<u>Required Forms</u>

At the end of the online application, there are two check boxes to indicate that you have read, understand, and agree to the information contained in both the *Assurances and Terms and Conditions*. Failure to check these boxes will lead to the application not being submitted. For your convenience, the *Assurances and Terms and Conditions* forms are provided in this package.

Proposed services to be rendered by personnel who are not on the local district's payroll must be described in a *Contractual Agreement.* The form must be signed by both the proposed contractor and the school principal prior to the application deadline. Contractual Agreement forms are not required at the time of submission; however, upon approval, you will be required to submit the contractual agreement forms with the original signatures prior to receiving funds.

C. Online Application Instructions

The online application must be submitted by the individual teacher applicant or lead teacher for a unit grant. An application submitted by anyone other than the individual or lead teacher will not be considered for funding.

To begin the EIA Teacher Awards online application process, go to the SCDE Web site at https://www.ed.sc.gov/tools/login/default.cfm and login. Access to the SCDE Web site has changed and even if you previously had an account, you may not have access now. To update or create an account you must contact your district Web Access Coordinator (the list of contacts is located at the EIA Teacher Awards Web page). Once successfully logged in at the Member Center, click on the "EIA Teacher Award" link under *SCDE Applications and Other Forms* heading.

Leaving the application idle for 15 minutes (meaning a 15-minute span of time between saving information) will lead to "timing out." By clicking on the "Save & Proceed" button as you work through the application, you will continue to update the application, saving your data.

Technical questions such as issues with logging onto the SCDE Web site and the Web application should be referred to your district Web Access Coordinator or District Services at the SCDE at 803-734-7000 or e-mail at dtsqueue@ed.sc.gov.

Questions concerning the content or EIA Teacher Award program should be directed to the Grants Program at 803-734-5810 or eiateachergrant@ed.sc.gov.

The EIA Teacher Grant Online Application

The following pages represent the online application. The first page of the application will include reminders and information that will be helpful as you complete the online process.

To begin, select your district and school from the lists provided and then click on the "Begin Application" button at the bottom of the page.

Application Cover Page

Remember that you must enter information in all the asterisked fields to create a record/file.

Click on "Save & Proceed" to save this page and continue to Part II of the Application Cover Page.

Indicate the project's primary and secondary focus areas by selecting from the drop-down boxes.

Click on the "View and Print Cover Page" once completed. If your Cover Page does not appear in a new window, make sure you have turned off your pop-up blocker.

The printed document must have all required signatures (no stamped or electronic signatures) and either be mailed or uploaded as a PDF (Adobe Acrobat) or DOC (Word) file at the end of the application submission process.

Project Basic Information

click on "Save & Proceed" to save your data and proceed to the next page

Enter up to four objectives for your project. At least one objective is required.

EIA Teacher Award Application

EIA Project Basic Info

3. Objectives:

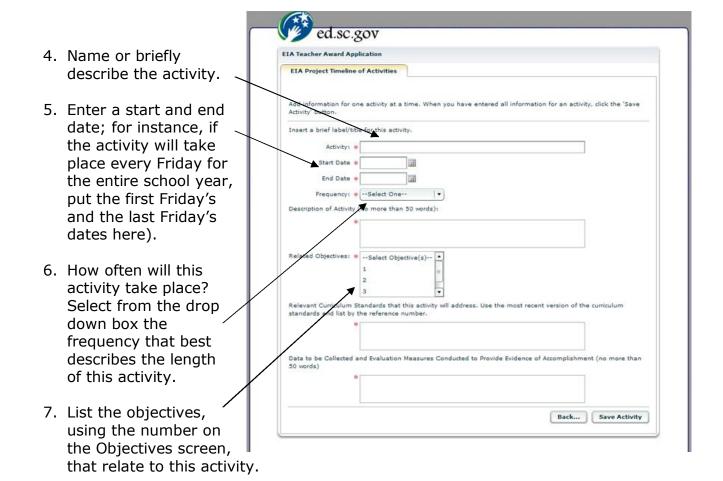Clearly state the objective(s) in terms of what the participants will demonstrate as a result of the proposed project. Each objective must be specific, measurable, achievable, relevant, and time-specific. Please enter NA if not applicable. You must have at least one objective:

Objective 1 * 312

Objective 2

Please save your data within 15 minutes

OK

Objective 3

Objective 4

Back...   Save & Proceed

Timeline of Activities

This screen serves as the central menu to create, add, or edit activities.

EIA Teacher Award Application

4. EIA Project Timeline of Activities

To start click 'Add New Activity'.

Add New Activity

Add New Activity

Edit / Delete Existing Activities

Select an existing activity to edit

Back...   Proceed

Add New Activity

Add New Activity

Edit / Delete Existing Activities

Select an existing activity to edit

Sample Activity 1   Edit   Delete

Sample Activity 2   Edit   Delete
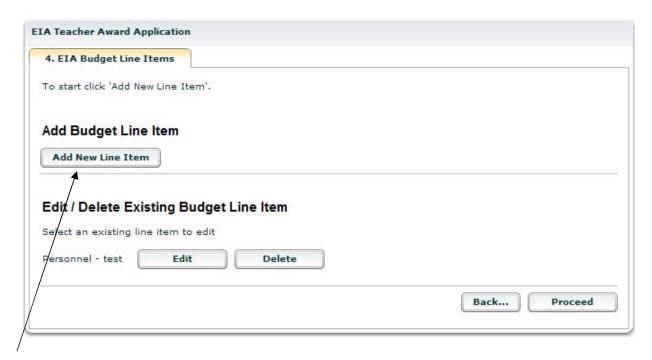
Sample Activity 3   Edit   Delete

1. To add activities, click on "Add New Activity." (See the screen below for instructions on how to add activities.)

2. Once you have created an activity, buttons to edit or delete the activity will appear.

3. Once you have added all the activities for your project, click on the "Proceed" button.

4. Name or briefly describe the activity.

5. Enter a start and end date; for instance, if the activity will take place every Friday for the entire school year, put the first Friday's and the last Friday's dates here).

6. How often will this activity take place? Select from the drop down box the frequency that best describes the length of this activity.

7. List the objectives, using the number on the Objectives screen, that relate to this activity.
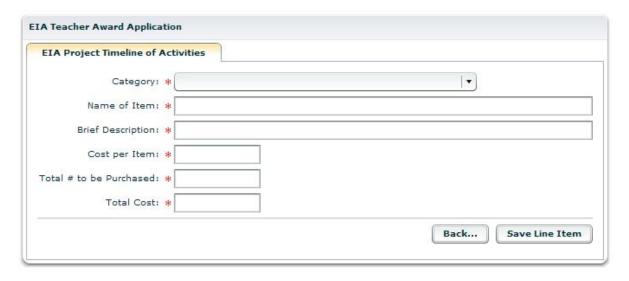

Click on "Save Activity" to save your data and return to the previous screen. Once you have entered/edited all your activities, click on the "Proceed" button.

Budget

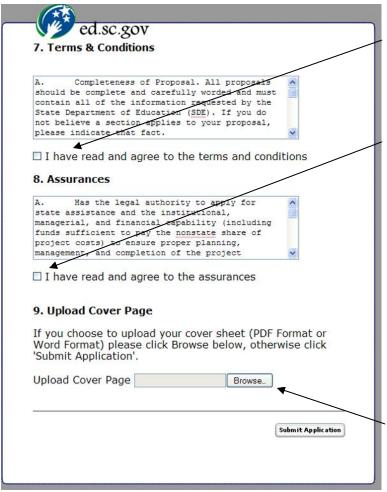To begin entering your budget, click on Add New Line Item.

Budget Justification

Enter your budget by Category (Supplies and Materials, Equipment, etc.) and a provide complete description of each item to be purchased. To enter another item, click on "Save Line Item." You will be directed back to the previous page where you will be able to edit the saved items and continue entering new items.

Once you have completed your budget, click on "Proceed" to go to the Required Forms Section and to submit your application.

Required Forms

Read the *Terms and Conditions* located in the RFP and then click the box to indicate you have read and agree to the Terms and Conditions.

Read the *Assurances* located in the RFP and click the box to indicate you have read and agree to the Assurances.

The signed Application Cover Page (with original signatures) may be scanned (into a PDF or a DOC) and uploaded at this point. We recommend that you name your file by using the first letter of your first name and your full last name.
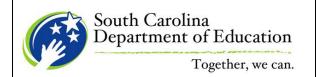
To upload the signed Cover Page, click on the "Browse" button to find the scanned, saved file on your computer. Once the file has been selected, the path will appear in the window. If you upload an unsigned Application Cover Page, the application will not be considered for funding. The Cover Page may also be submitted through postal mail but must arrive to the Grants Program by the deadline.

Print a copy of the completed application and retain for your records.

When you are ready to submit, click on the "Submit Application" button. You will return to a confirmation screen that acknowledges the receipt of your application and provides you with a confirmation number. Please print this page and retain for your records.

You have the ability to return to your application any time before the deadline and make changes or revisions, but make sure to click on "Submit Application" to resubmit your revised application.

SAMPLE Application Cover Page

Type of Application: ☐ Individual ☐ Unit	Grade level:	Funds Requested $

Project Title:

Information for Individual Applicant or Lead Teacher (Unit)			
Mr./Ms./Dr.:		Teaching Position:	
First Name:		Applicant's E-mail:	
Last Name:		Principal First Name:	
School Name:		Principal Last Name:	
Street address:		Principal E-mail:	
School City, Zip Code:		School District:	

Is this your first EIA teacher award application? ☐Yes ☐No	Have you ever received an EIA Teacher award (either as an individual or part of a Unit)? ☐Yes ☐No

How many students do you teach a day? _____	How many students will this project serve? _____

For a Unit Award only, add information about each additional teacher in the unit.

2. Name of Teacher:	Position:	E-mail:
3. Name of Teacher:	Position:	E-mail:
4. Name of Teacher:	Position:	E-mail:

Indicate the project's primary focus area and the project's secondary area.

Primary Focus Area: _____	Secondary Focus Area: _____

Certification: I hereby certify that, to the best of my knowledge, the information and data contained in this application are true and correct. The applicant's governing body has duly authorized this application and document, and the applicant, school, and district will comply with the SCDE Assurances and Terms and Conditions if the grant is awarded.

Signature of Applicant: _____

Signature of Principal: _____

Signature of District Chief Financial Officer: _____

Assurances

As the duly authorized representative of _____ ,
I certify that this applicant   (Please print or type name of applicant.)

A. Has the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonstate share of project costs) to ensure proper planning, management, and completion of the project described in this application.

B. Will give the State Department of Education (SCDE) access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.

   The applicant's accounting system must include sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system must be able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the grantee must maintain adequate supporting documents for the expenditures (federal and nonfederal) and in-kind contributions, if any, that it makes under this grant. Costs must be shown in books or records (e.g., disbursements ledger, journal, payroll register) and must be supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.

C. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant's accounting records prior to submission of reimbursement claims to the SCDE for costs related to this grant.

D. Will initiate and complete work within the applicable time frame after receipt of approval by the SCDE.

E. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. The grantee will take affirmative action to ensure that applicants for employment and the employees are treated during the period of their employment without regard to their race, color, religion, age, sex, national origin, or disability.

F. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 *et seq.* and § 8-13-100 *et seq.* (Supp. 2007)).

G. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 *et seq.* (Supp. 2007)) if the amount of this award is $50,000 or more.

Terms and Conditions
(Page 1 of 2)

A. **Completeness of Proposal**. All proposals should be complete and carefully worded and must contain all of the information requested by the State Department of Education (SCDE). If you do not believe a section applies to your proposal, please indicate that fact.

B. **Termination**. The SCDE reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. After it has been awarded, the SCDE may terminate a grant by giving the grantee written notice of termination. In the event of a termination after award, the SCDE shall reimburse the grantee for expenses incurred up to the notification of termination. In addition, this grant may be terminated by the SCDE if the grantee fails to perform as promised in its proposal.

C. **Travel Costs**. Travel costs, if allowed under this solicitation, must comply with the state of South Carolina travel regulations.

D. **Honoraria**. Amounts paid in honoraria, if allowed under this grant, must be consistent with SCDE policies. You should check with the program office before budgeting for honoraria.

E. **Obligation of Grant Funds**. Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than thirty (30) days after the end of the grant period.

F. **Use of Grant Funds**. Funds awarded are to be expended only for purposes and activities covered by the project plan and budget.

G. **Copyright**. The grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of this grant. However, the SCDE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work developed under this grant.

H. **Documentation**. The grantee must provide for accurate and timely recording of receipts and expenditures. The grantee's accounting system should distinguish receipts and expenditures attributable to each grant.

I. **Reports**. The grantee shall submit a final financial report within thirty (30) days of the final disbursement. This report should be a final accounting of the grant. It may be submitted in either narrative or spreadsheet form.

J. **Certification Regarding Suspension and Debarment.** By submitting a proposal, the applicant certifies, to the best of its knowledge and belief, that the
   - Applicant and/or any of its principals, subgrantees, or subcontractors
     o Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

- o Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the

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submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

o Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above.

- Applicant has not, within a three-year period preceding this application, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

K. **Audits**
- Entities expending $500,000 or more in federal awards:
  Entities that expend $500,000 or more in federal awards during the fiscal year are required to have an audit performed in accordance with the provisions of Office of Management and Budget (OMB) Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The submission deadline for A-133 audits is nine months after the entity's fiscal year-end. A grantee that passes through funds to subrecipients has the responsibility of ensuring that federal awards are used for authorized purposes in compliance with federal program laws, federal and state regulations, and grant agreements. The director of the OMB, who will review this amount every two years, has the option of revising the threshold upward.
- Entities expending less than $500,000 in federal awards:
  Entities that expend less than $500,000 in a fiscal year in federal awards are exempt from the audit requirements in the Single Audit Act and Circular A-133. However, such entities are not exempt from other federal requirements (including those to maintain records) concerning federal awards provided to the entity. The entity's records must be available for review or audit by the SCDE and appropriate officials of federal agencies, pass-through entities, and the General Accounting Office (GAO).

L. **Records**. The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three (3) years after the termination date of the grant.

M. **Reduction in Budgets and Negotiations**. The SCDE reserves the right to negotiate budgets with potential grantees. The SCDE may, in its sole discretion, determine that a proposed budget is excessive and may negotiate a lower budget with the potential grantee. The grantee may at that time negotiate or withdraw its proposal. In addition, the SCDE may desire to fund a project but not at the level proposed. In that case the SCDE shall notify the potential grantee of the amount that can be funded, and the grantee and the SCDE shall negotiate a modification in the proposal to accommodate the lower budget. All final decisions are that of the SCDE.

N. **Amendments to Grants**. Amendments are permitted upon the mutual agreement of the parties and will become effective when specified in writing and signed by both parties.

Budget Summary

Applicant Name: _____

Type of Application: ☐ Individual   ☐ Unit

      Please seek assistance from your district finance office to ensure that expenses are identified by the correct budget object code and entered correctly. Please round figures to whole dollars.
      Equipment is distinguishable from supplies in that it has a useful life of at least a year. Please use the threshold for equipment permitted by your district.

Object Category	Instructional Series (100)	Support Services (200)	Total Requested
Personnel (Salaries) (100)			
Employee Benefits (200)			
Purchased Services (300)			
Supplies and Materials (400)			
Capital Outlay (500)			
Other (600)			
Total			

Budget Justification

Concisely describe expenditures and formulas used to calculate cost. Please round figures to whole dollars.

Personnel (Salaries and Employee Benefits) (100 and 200)

Contractual/Purchased Services (300)

Supplies and Materials (400)

Equipment (500)

Other (600)

Template for Timeline of Activities

Time Period	Activity	Related objective *(use number)*	Standards addressed *(use reference number (i.e., K-2.5, K-1.9))*	Evaluation Strategy
1. **Duration:** *Daily/Weekly/Monthly* Start: End:				
2. **Duration:** *Daily/Weekly/Monthly* Start: End:				
3. **Duration:** *Daily/Weekly/Monthly* Start: End:				
4. **Duration:** *Daily/Weekly/Monthly*				

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	Timeline of Activities			

Start: End:				